

Campus _____

Student _____

Grade _____

Asst/Associate Principal _____

Counselor _____

Checklist for Student Assigned to BIC

___ 1. The home campus administrator has telephoned the Assistant Principal (Lauren Brown) at the Alternative Education Center at (299-5804) to determine when the student will begin his/her placement in the Behavior Intervention Center. (Scheduling of the intake)

- Appointment Date ____/____/____ Day: Tuesday or Thursday Time: 2:00 p.m.

___ 2. I have notified my Campus Principal regarding the student's assignment to BIC

___ 3. The Notice of Assignment to the Behavior Intervention Center has been completed and sent to the Behavior Intervention Center. (The informal hearing was held with the parent/guardian and administrator)

___ 4. The BIC Processing Form has been completed and sent to the Behavior Intervention Center. (Student course schedule and Current grades)

___ 5. If the student is receiving special education services, the current IEP with modifications and BIP has been sent to the Behavior Intervention Center.

An ARD meeting must be held before a student who is receiving special education services may be assigned to BIC

___ The ARD was held on ____/____/____

___ 6. If the student is LEP, the most current LPAC indicating student placement (level) has been sent to the Behavior Intervention Center. ESL teacher must contact BIC to discuss the differentiated curriculum.

___ 7. If the student is '504', the current accommodations sheet has been sent to BIC.

___ 8. If the student is in the ACCEL program, the teacher has sent the enrichment activities to BIC.

___ 9. A copy of the 'Authorization to Give Medication at School' Form has been sent to the Behavior Intervention Center. (if the student is taking medication at school)

___ 10. The student and parent have been notified that transportation services will not be provided for students assigned to the Behavior Intervention Center.

___ 11. The student and/or parent have received a copy of the BIC Orientation Procedure

Please fax all of the above and this checklist to 817-473-5479

For AEC Office Use Only

Date All Information Received: ____/____/____

Reviewed by: _____